# MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT



Human Resources Department and Legal Counsel

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**DATE:** August 12, 2019

**TO:** All Monroe County ISD Employees

**FROM:** Elizabeth J. Taylor, Assistant Superintendent   
*for Human Resources and Legal Counsel*

**RE: OPENING WEEK ACTIVITIES**

Welcome back! I hope your summer has been enjoyable. Opening Day of the 2019-2020 school year for Monroe County ISD staff will be held at Monroe County Community College La-Z-Boy Center on **Tuesday, August 27th**. ***All staff members are required to attend****.*

***OPENING DAY – Tuesday, August 27, 2019***

**8:30 a.m. – 9:00 a.m.** ***Greeting***: Stephen McNew, Superintendent

***Welcome***: Paul Miller, Secretary, Board of Education

***Introduction of New Staff:*** Betsy Taylor, Assistant Superintendent for Human Resources and Legal Counsel

**9:00 a.m. – 9:10 a.m. *United Way:*** Connie Carroll

**9:10 a.m. – 9:30 a.m. *MCISD Update***: Stephen McNew, Superintendent

**9:30 a.m. – 11:00 a.m. *“Many Paths to Resilience: Prepare, Contain, Recover, Thrive”*:** Joel Bennett

**11:00 a.m. – 12:30 p.m. *Regional Meetings at MCCC La-Z-Boy Center*** for all classroom and itinerant staff who work in the East, North and Southwest Regions and at the Youth Center

**11:00 a.m. – 12:30 p.m. *Lunch at the ISD* (Professional Development Center – Qdoba lunches)** for all employees who **do not** work in a Region

**12:30 p.m. – 2:00 p.m. *Lunch at the ISD* (Professional Development Center – Qdoba lunches)** for all employees who work in a Region or the Youth Center

**12:30 p.m. – 4:00 p.m. *Professional Development Activities for:***

* *ECSE and Early On staff will meet at Monroe County Community College Building A, Conference Rooms 173 C and D*
* *GSRP staff will meet in the Lake Erie Room*
* *Head Start staff will meet at Monroe County Community College Building A, Conference Rooms 173 A and B*
* *Monroe County Middle College staff will meet at Monroe County Community College Room A150*
* *Curriculum and Instruction staff will meet in the Lotus Room at the ISD*
* *Educational and Transition Center Staff will meet in the Educational Center Gym*

* *All Transportation Staff (ECSE and Head Start) will meet in the Transition Center*
* *Staff not assigned above will return to their regular duties after lunch*

**2:00 p.m. – 4:00 p.m. *Professional Development Activities for:***

* *Regional and Youth Center Staff will be held at the ISD*

***North Region –*** *River Raisin Room 2*

***East Region –*** *River Raisin Rooms 1 and 4*

***Southwest Region–*** *River Raisin Room 3*

***Youth Center –*** *Banner Oak*

**2:00 p.m. – 3:30 p.m. *Professional Development Activities for Secretarial Staff in the PC Lab***

**ANNUAL MANDATORY TRAINING**

The following Safe Schools training modules may be accessed at any time and from any internet-based computer. The PC Lab in the Professional Development Center will also be available on Wednesday, August 28th from 8:30 a.m. – 4:00 p.m.

Training must be completed by **6:00 a.m. September 4, 2019.**

🞂 **Bloodborne Pathogen Training** ***is mandatory for all staff who have regular contact with students***

🞂**FERPA (Family Educational Rights and Privacy Act) Training *is mandatory for all staff working with students***

🞂**Staff Network and Internet Acceptable Use and Safety TRAINING *is mandatory for all staff***

🞂**Seclusion and Restraint Awareness Policy *is mandatory for all staff who have regular contact with students –***

**Instructions and training modules can be found at** [**www.monroeisd.us**](http://www.monroeisd.us) **under Quicklinks. Select “TRAINING”.**

***PROFESSIONAL DEVELOPMENT INFORMATION – Monday, August 26th – Thursday, August 29th, 2019***

Classroom and support staff will be assigned to mandatory Professional Development activities during the week of August 26th – August 29th.

Staff are ***required*** to sign up for all their Professional Development activities through Wisdomwhere.

**HOW TO REGISTER IN WISDOMWHERE FOR OPENING WEEK REQUIRED ACTIVITIES:**

* Use the Opening Week PD Schedule link below and search for the Session Number listed that corresponds with your work location and/or your position at the ISD.
* **Click on the session number and that will take you right to Wisdomwhere to register. Be sure to register for ALL required sessions on all days.**

**CLICK ON THIS LINK:** [Opening Week PD Schedule 2019.xlsx](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Ffile%2Fd%2F1ndVmYm5wzlwqN6U866g6Wvx5txBJYZtU%2Fview%3Fusp%3Dsharing&data=02%7C01%7Cbetsy.taylor%40monroeisd.us%7C88134a9100984495afbe08d71c00ab20%7C0f17cf57636d47eda93c3f6312ce36f6%7C0%7C0%7C637008661504485065&sdata=KyZipMzguP2Ah4fl4PsC81S2%2Fbs7Z1SKPEGPImzysas%3D&reserved=0)

drive.google.com

* The Opening Week schedule also is posted on our website, [www.monroeisd.us](http://www.monroeisd.us) under News & Announcements “Opening Week Information”.

**Please contact Jackie Seitz at 734-322-2711 or** [**jacqueline.seitz@monroeisd.us**](mailto:jacqueline.seitz@monroeisd.us) **for questions or assistance with registering.**

**Attach: Transportation Schedule – Opening Week**

**Opening Week Spreadsheet**